



## SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

---

**JOB TITLE:** Assistant Principal

**WAGE/HOUR STATUS:** Exempt

**REPORTS TO:** High School Principal

**PAY GRADE:** Prof/Tech (4)

**DEPT/SCHOOL:** High School Campus

**DAYS EMPLOYED:** 212

**DATE REVISED:** May 2024

---

### **PRIMARY PURPOSE:**

Assist the school principal in the administration of the instructional program and operations at the campus level. Coordinate assigned activities and services.

### **QUALIFICATIONS:**

#### **Education/Certification:**

- ☐ Master's degree
- ☐ Principal or Mid-Management certification
- ☐ Certified T-TESS appraiser

#### **Special Knowledge/Skills:**

- ☐ Strong communication
- ☐ Public relations, and interpersonal skills
- ☐ Excellent organizational skills
- ☐ Working knowledge of curriculum and instruction
- ☐ Ability to evaluate instructional programs and teaching effectiveness
- ☐ Administrative experience preferred

#### **Experience:**

- ☐ Three years teaching (*required*)
- ☐ Campus leadership experience (*required*)

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Instructional Management**

1. Participate in the development and evaluation of educational programs.
2. Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
3. Provide appropriate time, resources, and materials to support staff in accomplishing educational goals.
4. Facilitate the use of technology in the teaching/learning process

#### **School or Organization Climate**

5. Promote a positive, caring climate for learning.
6. Deal sensitively and fairly with persons from diverse cultural backgrounds.
7. Employ effective interpersonal skills.

#### **School or Organizational Improvement**

8. Participate in collaborative processes to develop campus improvement plans with staff, parents,

and community members.

9. Assist principal in developing, maintaining, and using appropriate information systems and records necessary for attainment of campus performance objectives and academic excellence indicators.
10. Assess and respond to needs related to job responsibilities.

### **Personnel Management**

11. Observe employee performance, record observations, and conduct evaluation conferences with staff; serve as a T-TESS appraiser.
12. Assist principal in interviewing, selecting, and *onboarding* new staff.

### **Management of Administrative Functions**

13. Serve as principal in the absence of the ~~regular~~ principal.
14. Assist in the administration of the daily organization of the school including class scheduling, teacher assignments, and extracurricular activities.
15. Supervise the reporting and monitoring of student attendance and work with the attendance supervisor on investigative follow-up actions.
16. Work with department heads and faculty in compiling annual budget requests based upon documented program needs.
17. Requisition supplies, textbooks, and equipment; conduct inventories; maintain records; and verify receipts for such material.
18. Cooperate in the conducting of safety inspections and safety drill practice activities.
19. Assume responsibility for coordinating transportation; custodial, cafeteria, and other support services.
20. Implement policies established by federal and state law, State Board of Education rule, and the local board.

### **Student Management**

21. Coordinate and provide adequate supervision of students during non-instructional periods.
22. Provide input to develop a student management system that results in positive student behavior.
23. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
24. Conduct conferences with parents, students, and teachers concerning school and student issues.
25. Present the students a positive role model that supports the mission of the school district.

### **Professional Growth and Development**

26. Take the initiative to develop needed professional skills appropriate to job assignment.
27. Demonstrate behavior that is professional, ethical, and responsible.

### **School/Community Relations**

28. Articulate the school mission to the community and solicit its support in realizing the mission.
29. Use appropriate and effective techniques for community and parent involvement.
30. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.

### **SUPERVISORY RESPONSIBILITIES**

1. Share supervisor responsibility for professional staff with school principal. Supervises teachers, custodians, paraprofessional and clerical personnel and others when assigned by principal.
2. Share supervisory responsibilities for extra-curricular and co-curricular activities, and other duties, as assigned.

### **EQUIPMENT USED:**

- ☐ Computer
- ☐ And/or other forms of instructional technology and equipment

### **WORKING CONDITIONS:**

**Mental Demands:**

- ☐ Ability to communicate effectively (verbally and written)
- ☐ Ability to interpret policy, procedures and data
- ☐ Ability to coordinate campus functions
- ☐ Ability to maintain emotional control under stress
- ☐ Ability to problem-solve
- ☐ Ability to work collaboratively with others
- ☐ Ability to work on multiple projects/tasks within a given period of time

**Physical Demands/Environment Factors:**

- ☐ Ability to travel to all campuses throughout the district
- ☐ Ability to transport materials/supplies to be used in presentations and in work sessions with teachers

**Other:**

Prolonged and irregular hours

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Administrative Personnel.

---

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date Received \_\_\_\_\_